

Minimum Qualification Specifications
for the Class:

PUBLIC HEALTH ADMINISTRATOR

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Managerial or Administrative Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Supervisory Experience: One (1) year of work experience which included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary. Such experience may have been gained concurrently or separately with the Managerial Experience requirement.

Managerial Experience: Two (2) years of progressively responsible professional work experience in a health care service delivery program which involved major responsibility for setting program goals and objectives and evaluating their attainment; identifying resource needs (human resources, materials, equipment); planning,

organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing operating policies and procedures; and actively participating in program policy determination, budget formulation and execution.

Administrative Experience: One (1) year of professional work experience which involved responsibility for tending to the administrative requirements of an operating program by overseeing budget preparation, justification and expenditure control, fiscal recordkeeping and reporting and personnel services; coordinating program planning and evaluation and drafting program policies, procedures, rules or regulations; analyzing contracts, reports, policies and other matters which must be studied as the basis for administrative decisions. The work experience must have involved the conduct or oversight of studies or investigations of operational and administrative problems or needs (e.g., feasibility and program evaluation studies, applications for grants) and developing alternative solutions and courses of actions. Such experience may have been gained concurrently or separately with the Managerial Experience requirement.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class PUBLIC HEALTH ADMINISTRATOR which were approved on July 2, 1997.

Date Approved: 2/9/15 *Lisa M. Y. Hodel*
for JAMES K. NISHIMOTO, Director
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